

Personnel - General

PROCEDURES FOR EXODUS -  
the Christmas-New Year Holiday Period for Personnel in Training

**Summary.** This regulation defines responsibilities and sets forth policies and procedures for the management and execution of EXODUS throughout all U.S. Army Training and Doctrine Command (TRADOC) installations, schools, and activities. It also establishes HQ TRADOC reporting procedures during and after EXODUS.

**Applicability.** This regulation applies to Active Component and Army Reserve units on HQ TRADOC installations.

**Suggested Improvements.** The proponent of this regulation is the Deputy Chief of Staff for Training (DCST). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATOM-O, Fort Monroe, VA 23651-5000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This publication is available solely on the TRADOC Homepage at <http://www.tradoc.army.mil>.

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**1-1. Purpose.** This regulation provides general uniform standards for the management and execution of EXODUS throughout all U.S. Army Training and Doctrine Command (TRADOC) activities and establishes reporting procedures during and after EXODUS to HQ TRADOC.

**1-2. References.** Appendix A contains the required and related publications.

**1-3. Explanation of abbreviations.** The glossary contains abbreviations used in this regulation.

**1-4. Responsibilities.**

a. Deputy Chief of Staff for Training (DCST), Training Operations Management Activity (TOMA) will –

- (1) Publish an annual EXODUS message and BCT/AIT shipping matrix for all TRADOC schools.
- (2) Approve requests for deviations from established EXODUS dates.

b. Commanders/Commandants will –

- (1) Request approval for deviations from established EXODUS dates.
- (2) Submit required reports IAW para 1-5.
- (3) Develop local policies and procedures IAW para 1-6.
- (4) Provide a safety briefing to all personnel prior to departure. A sample briefing is provided at appendix B.

**1-5. Reporting requirements.**

a. Commanders will submit a status report to HQ TRADOC on the first day of EXODUS (E day) using the pre-EXODUS report format (Figure 1), and on the first duty day following the end of the EXODUS (E+17) using the post-EXODUS report format (Figure 2). Submit a final report and after action review (AAR) on E+31. All reports should be submitted to HQ TRADOC, ATTN: ATOM-O. HQ TRADOC will host a post-EXODUS video teleconference on or about E+38.

b. EXODUS Report Categories. For each category report the number assigned and percent on leave, pass, and present for duty.

- (1) Initial Entry Training (BCT, OSUT, AIT)
  - IET Soldiers
  - Company Cadre (CO/XO/1SG/TNG NCO/Supply Sgt/Armorer)
  - Drill Sergeants
  - Instructors
- (2) NCOES (PLDC, BNCOC, ANCOC)
  - Students
  - Company Cadre
  - Instructors

INSTALLATION EXODUS STRENGTH REPORT

INSTALLATION NAME:				
	# ASSIGNED	% ON LEAVE	% ON PASS	% PRESENT FOR DUTY
SOLDIERS				
CO CADRE				
DRILL SGTS				
INSTRUCTORS				
STUDENTS				
CO CADRE				
INSTRUCTORS				
STUDENTS				
CO CADRE				
INSTRUCTORS				
CANDIDATES				
CO CADRE				
INSTRUCTORS				
STUDENTS				
CO CADRE				
INSTRUCTORS				
STUDENTS				
CO CADRE				
INSTRUCTORS				

Figure 1. Pre-EXODUS report format.

(3) OES (OAC, OBC, WOAC, WOBC, WOCS)

Students/Candidates

Company Cadre

Instructors

(4) OCS

Candidates

Company Cadre

Instructors

(5) Professional Development Courses

Students

Cadre

Instructors

(6) Other General Skills (ASI/SSI/Functional Courses)

Students

Cadre

Instructors

c. Additional report instructions.

(1) Report personnel on leave or pass, respectively, if they will take leave during EXODUS.

(2) Submit EXODUS and post-EXODUS report by installation close of business on the first day of EXODUS and the first duty day after EXODUS, respectively.

(3) Installations conduct hasty analysis to identify anomalies before submitting SITREP. Conduct detailed analysis and lessons learned as part of post-EXODUS final report.

(4) Do not include civilians in reported categories.

INSTALLATION POST EXODUS REPORT

INSTALLATION NAME:					
	# ASSIGNED	% PRESENT FOR DUTY	% ON LEAVE	% DELAYED	%AWOL
<b>IET</b>					
<b>NCOES</b>					
STUDENTS					
<b>OES</b>					
STUDENTS					
<b>OCS</b>					
CANDIDATES					
<b>PROF DEV COURSE</b>					
STUDENTS					
<b>OTHER GENERAL SKILLS</b>					
STUDENTS					

Figure 2. Post-EXODUS report format.

## 1-6. Policy.

a. AR 600-8-10 establishes the Christmas-New Year holiday period, EXODUS, from 20 December to 2 January (14 days). Commanders may extend leave through 7 January for soldiers that observe Three Kings Day (6 January). EXODUS allows personnel in training to take leave with family during the Christmas-New Year holiday period. Commanders will generally allow soldiers to take leave during this period. Training and processing are normally suspended during EXODUS.

b. Major commanders may deviate up to three (3) days from the scheduled departure and return dates under the following conditions:

(1) Commercial transportation facilities are unable to accommodate the traffic requirements.

(2) To avoid changes to scheduled training graduation dates.

(3) To conduct makeup or refresher training as required.

c. Commanders may grant additional leave to residents of Puerto Rico and other countries that observe Three Kings Day. This time permits soldiers to observe the holiday with their families in their resident country.

d. Taking leave during EXODUS is voluntary. Soldiers are encouraged to take leave during this period, but they are not required to take leave.

e. Training Operations Management Activity (TOMA) publishes an annual EXODUS message and BCT/AIT shipping matrix for all TRADOC schools. The message is released in May/June. It gives specific guidance on suspension of training, ticketing, uniform, transportation, and shipping dates.

f. Deviation from established EXODUS dates requires approval from HQ TRADOC, ATTN: ATOM-O.

## 1-7. Administrative instructions.

a. Personnel management.

(1) Instruct personnel on procedures to follow in the event uncontrollable circumstances preclude their return to duty on the appropriate date.

(2) Expeditiously process separation actions through to completion. Under no circumstances will board actions be delayed due to the holiday period.

(3) Report changes in duty status of soldiers on ordinary leave and soldiers who are absent without leave via Standard Installation/Division Personnel System as prescribed in DA Pam 600-8-1.

(4) Establish procedures to provide casual/advance pay to trainees and students if desired. Make provisions for both AC and RC soldiers.

(5) Brief departing soldiers on the procedures for obtaining medical treatment while on leave.

(6) Give trainees/students taking leave unit telephone numbers and points of contact to use in the event of an emergency or delay in returning to training.

b. Leave.

(1) Issue DA Form 31 (Request Authority for Leave) to training personnel/students taking leave in conjunction with permanent change of station (PCS). Annotate the leave form in accordance with AR 600-8-10.

(a) Advance leave is chargeable leave granted in anticipation of accrual of leave during the remaining period of active duty. Active Component (AC) soldiers will normally be granted advance leave, as required.

(b) Commanders, colonel or above, may authorize excess leave when it does not exceed the limits outlined in AR 600-8-10. Reserve Component (RC) soldiers may be granted excess leave, as required.

(c) Soldiers entering an excess leave status will be counseled on the following:

- All periods of excess leave are without pay and allowances, including half days.

- No leave accrues to soldiers during periods of excess leave.

- While in an excess leave status, the soldier is not entitled to disability retired pay should he/she incur a physical disability while in an excess leave status.

(d) The DA Form 31 will be properly annotated when a soldier is authorized excess leave.

(e) Brief RC personnel on leave entitlements. Usually, they accrue less than 14 days leave while on active duty.

(2) Permanent Party (PP).

(a) Grant Christmas leave for PP personnel using DA Form 31 in accordance with AR 600-8-10. PP personnel must submit outside the continental United States (OCONUS) leave requests through the appropriate chain of command.

(b) Submit OCONUS leave requests through channels on DA Form 4187 (Personnel Action). On approval of OCONUS leave, prepare DA Form 31 in accordance with AR 600-8-10. For leave purposes Puerto Rico, Guam, Virgin Islands, Alaska, and Hawaii are considered the continental United States. Submit requests for leave to Panama and/or the Canal Zone as early as possible.

(3) Residents of Puerto Rico and other countries who observe Three Kings Day (6 January) may be granted additional leave to observe that day with their families in their resident country. Authorize additional leave to soldiers who celebrate Three Kings Day to preclude return travel before 7 January. Commanders may grant permanent party members additional leave if it does not conflict with operational and training requirements.

c. Policy for paying trainees during exodus.

(1) Ensure all AC and RC soldiers attending IET, who have not been added to the military pay system in time to earn enough to cover EXODUS expenses, have an advance of pay to help cover the round trip cost of transportation to and from their home.

(2) Ensure only IET soldiers who arrive at an installation on or after 1 November will receive an advance of pay. Those arriving earlier will have sufficient pay to purchase tickets with their regular mid-month and/or end of month pay.

(3) Pay AC and RC soldiers. Advise RC soldiers, in writing, of the possible temporary debt situation they will be in when they graduate (because of excess leave). The debt will be recouped from their drill pay.

(4) Use DD Form 1351-6 (Multiple Payments List) to make EXODUS payments for tickets at the Commercial Travel Office and/or the bus station. Send the form to the local finance office. They make deductions from the soldiers' pay accounts.

(5) Make EXODUS payments before 1 December. Input them as advance pay to the military pay system (Defense Joint Military Pay System), so the amount paid will be recouped equally from both mid-month and end of month December pay. If a combined initial-EXODUS payment is made, input the transaction as a casual pay, and collect it from the next available pay.

(6) Ease soldier indebtedness by ensuring EXODUS advance pay will not exceed \$400 per soldier.

(7) Keep cost to a minimum by purchasing tickets far enough in advance to take advantage of available airline/bus discounts.

d. Personnel in training not participating in EXODUS.

(1) Not all IET soldiers will take advantage of the EXODUS leave program. Installations/activities must establish procedures to accommodate soldiers remaining on post during EXODUS.

(2) Commanders must consider providing support for the following as a minimum:

- (a) Supervision/command and control.
- (b) Billeting.
- (c) Food service.
- (d) Medical.

(e) Mail.

(f) Laundry.

(g) Recreational and morale support.

e. Transportation.

(1) Personnel taking holiday leave will depart using a variety of methods. Commanders should establish procedures that assist the soldier and provide for orderly and coordinated movement.

(2) As a minimum, consider the following means when planning EXODUS transportation:

- (a) Commercial bus.
- (b) Commercial airline.
- (c) Train.
- (d) Privately Owned Vehicle (POV).
- (e) POV parent pickup.

(3) Give similar consideration when planning return transportation.

## Appendix A References

### Section I Required Publications

AR 600-8-10  
Leaves and Passes

TRADOC Regulation 350-6  
Initial Entry Training (IET) Policies and Administration

### Section II Related Publication

DOD Financial Management Regulation, Vol 7A, Interim change 2-98, 6 Jan 98

### Section III Referenced Forms

DA Form 31  
Request and Authority for Leave

DA Form 4187  
Personnel Action

DD Form 1351-6  
Multiple Payments List

## Appendix B

### Sample Safety Briefing

The following safety briefing is included as an aid to commanders. Safety orientations are encouraged for all personnel prior to departure and need not be limited to the included topics.

### SAFETY BRIEFING

**LESSON TITLE:** Safety On Your Time; Holiday Safety (Christmas/New Year)

**METHOD OF INSTRUCTION:** Lecture.

**OBJECTIVE:** To emphasize hazards encountered during the Christmas/New Year holiday period.

**I. INTRODUCTION.** Every year during the Christmas/New Year holiday period, several hundred people are killed in traffic accidents. In the next few minutes, we will discuss defensive driving and the six adverse conditions that frequently cause accidents.

**II. BODY. Defensive Driving Techniques.** Defensive driving is driving to prevent accidents in spite of the incorrect actions of others and/or adverse conditions. Defensive drivers should be aware of the following six adverse weather conditions:

#### A. Light Conditions.

(1) The amount of natural and artificial light available at a given time can affect your ability to see and be seen. Unless you know how to adjust your driving, these conditions can cause an accident. Some adverse light conditions one can encounter are:

- (a) Sun glare.
- (b) Dusk.
- (c) Dawn.
- (d) Poor headlights.
- (e) Glare from oncoming headlights.

(2) Keeping your headlights in good working order, and using your visor and/or wearing sunglasses can reduce light condition hazards.

#### B. Road Conditions.

(1) The second hazard to be aware of is road conditions. This involves the way a highway or street was built, how it twists and turns, how wide it is, and the type of road surfaces. Road conditions one may encounter are:

- (a) Curves.
- (b) Hills.
- (c) Poorly marked roads.
- (d) Soft shoulders.
- (e) Drop-offs.

(2) By making allowances and knowing your travel route, you can reduce road condition hazards.

**C. Traffic Conditions.** The third hazard is traffic conditions; i.e., the presence of other users on the roadways. Traffic conditions can be congested or relatively light; the speed of the traffic can be fast or slow. The good defensive driver looks ahead, anticipates traffic situations, uses good judgement, and avoids getting into tight spots.

#### D. Condition of Your Vehicle.

(1) Some of the most common vehicle defects are:

- (a) Bad tires.
- (b) Faulty brakes.
- (c) Headlights not working.
- (d) Windshield wipers not working or inoperable blades need replacing.
- (e) Poor exhaust system.
- (f) Horn not working.

(2) Your chances of avoiding an accident are better when your vehicle is in top mechanical condition. Regular checkups keep it that way.

#### E. Weather and the Driver.

(1) Weather conditions affect your ability to see and be seen. They can make roads slippery and reduce your ability to start, stop, and turn. Weather conditions that affect your driving are:

- (a) Rain.
- (b) Snow.
- (c) Sleet.
- (d) Fog.

(2) You can reduce the possibility of an accident from weather conditions by slowing down so you will be able to stop in time. Get the feel of the road and turn on your headlights when necessary. If weather conditions are severe, get off the road entirely, and wait until they improve.

#### F. Driver Conditions.

(1) The sixth and final condition is driver condition—that's you, how you feel, and whether you are mentally and physically ready to drive. Some driver conditions are:

- (a) Fatigue.
- (b) Driving under the influence of alcohol or drugs.
- (c) Emotional stages (anger, worry, fear, etc.).
- (d) Defective eyesight or hearing.

(2) Many drinking/driving situations start out innocently. The driver allows himself/herself to come under the influence of alcohol and suddenly realizes he/she has to drive or thinks he/she has to drive. The only defensive measure is to plan ahead so that social

drinking will not involve driving under the influence. Alternatives include: letting someone else drive, waiting until you are sober, taking other forms of transportation, or simply refusing to drive.

(3) Another type of temporary condition that may impair driving ability is the use of drugs. Americans use more and more pills for more and more ills every day. Some of these seriously diminish the individual's ability to meet the demands of the driving task. Here are some of the commonly used drugs that are dangerous to take and then drive.

(a) Antihistamines are commonly used in the treatment of allergies and the common cold. The sedation they produce can cause inattention, drowsiness, and confusion.

(b) Amphetamines are the so-called pep pills used by some drivers to stay awake on long trips. Though the initial effects are energizing, a person builds a tolerance for the drug after a few weeks and requires progressively higher dosages to stay stimulated. Then, when the higher dosages wear off, a heavy, fatigue-like state is commonly experienced. It is a vicious cycle. Use of amphetamines by the driver is suspected of being the villain in many crashes.

(c) Barbiturates are sleeping pills. Their danger lies in the fact that their effects may linger and leave a driver drowsy and sluggish.

(d) Tranquilizers induce calmness, but they have side effects that can produce inattention, drowsiness, or confusion in a driver. Especially hazardous is the combining of alcohol with tranquilizers, since the sedative effects in combination are greater than if each was taken separately. The same may be true of antihistamines, leading to an unexpectedly severe impairment of the driver.

(e) Narcotics can release inhibitions and make a driver more daring and willing to take chances in traffic.

(f) Other dangerous drugs which can impair driving are classified as hallucinogens. These include marijuana, LSD, and similar intoxicants. They can distort time and space perceptions, and a driver's reaction time is affected.

(4) Drugs serve a useful purpose when they are prescribed by a physician. However, when your doctor prescribes any of these, you should discuss the effect they can have on your driving ability, and whether you should drive at all when under such medication.

#### **G. Seat Belts.**

(1) Soldiers are required to wear seat belts on and off post while riding in vehicles equipped with them.

(2) Civilian employees and civilian members of military families are required to wear safety belts on military installations and in most states.

(3) Here are six reasons why safety belts save lives and protect against major injuries:

(a) They keep you inside the car, so you will not be killed by being thrown from the vehicle.

(b) They will protect you while in the car by reducing the force of impact against car interiors.

(c) They will save you from bruises from sudden stops, swerves, bumps, and rear-end collisions.

(d) They keep you in your seat, so you can maintain control of your vehicle.

(e) Safety belts keep you safer in case of fire or submersion because you have a better chance of remaining conscious, and you will be able to save yourself.

(f) Safety belts help you become a safe driver by helping you keep yourself in full control of your vehicle on sharp turns, swerving, or if you meet an unexpected hazard.

(4) Although most accidents and serious injuries involve motor vehicles, care must be exercised in all activities you undertake during the holiday season. Other safety tips to remember are provided below.

#### **H. Hunting Safety.**

(1) Handle a sporting weapon with the same care that you would exercise in handling a service weapon.

(2) Carry only unloaded weapons in vehicles, preferably carried pointing down, with the action opened. Hunting from a motor vehicle is prohibited.

(3) Be sure of your target before firing. Know the identity of the game that you intend to shoot.

(4) Use a dependable weapon, the proper ammunition that is safe for that weapon, and make sure the barrel is free from obstruction.

(5) Avoid horseplay while handling weapons.

(6) Do not climb trees, fences, or cross ditches while carrying a loaded weapon.

(7) Do not use intoxicants before or during hunting.

(8) Do not shoot at a flat, hard surface or across the surface of water.

(9) Unattended weapons should never be left loaded.

(10) Do not shoot across highways, roads, or other thoroughfares.

(11) Become familiar with Federal and State laws governing hunting. Know the rules and regulations for any area where you are hunting. Do not enter impact areas. They are OFF LIMITS to everyone!

**I. Holiday Decorations.**

(1) Select a recently harvested tree and store outside until installation time. Cut tree at an angle beginning at least 1 inch above original cut. Place it in a tub of water or wet sand and brace securely.

(2) Christmas wiring and lights should be approved by Underwriters Laboratories and used for interior or exterior lighting, as recommended. Discard all worn and frayed light sets. They may short circuit and cause a fire in your quarters. Check all tree lights and trees daily to determine drying effects of the tree needles. Check water in fresh tree stands daily.

(3) Position the tree away from all heat sources. Lighted candles are almost certain invitations to fires. Cotton, paper, or celluloid decorations are prohibited for use around trees.

(4) Artificial metallic-type Christmas trees have definite fire safety advantages. However, faulty wiring or lights can energize the entire tree, causing a death-dealing shock or severe burn to persons touching any part of the tree and a radiator or other grounded surface at the same time. Off-the-tree, spot, or flood lights for tree illumination virtually eliminate this danger.

(5) Artificial green-type trees can become a fire hazard. Before you purchase a tree, ensure that the label indicates that the tree is flameproof. Before using the tree from year to year, be sure the needles of the tree are not scorched.


**III. SUMMARY.** Constant awareness of your personal responsibility will ensure your and others' safety throughout the holiday period. Know and obey the rules, and exercise moderation in all things. Remember safety is not negative, it is positive! By following simple precautions, you can have a happy and safe holiday period.

**Glossary**

AIT	advanced individual training
BCT	basic combat training
CO	commanding officer
NCOES	Noncommissioned Officer Education System
OAC	Officer Advanced Course
OBC	Officer Basic Course
OCS	Officer Candidate School
OES	Officer Education System
OSUT	One Station Unit Training
PCS	permanent change of station
WOAC	Warrant Officer Advanced Course
WOBC	Warrant Officer Basic Course
WOCS	Warrant Officer Candidate School
XO	executive officer

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